

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSTRUCTION 64-101**

**1 MARCH 2002**

**Contracting**

**SPECIALIZED CONTRACTING  
PUBLICATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally on the Air Force Electronic Publishing WWW site at:  
<http://afpubs.hq.af.mil>.

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OPR: LGCP (Luther H. Haas)  
Supersedes AFSPCI 64-101, 2 Jan 98.

Certified by: LGC (Colonel Bradley R. Busch)  
Pages: 5  
Distribution: F

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This instruction implements AFPD 64-1, *The Contracting System*, and establishes policy and procedures for those publications determined a specialized publication by Headquarters Air Force Space Command (AFSPC) Contracting (LGC). It applies to all AFSPC contracting offices. This instruction does not apply to Air Force Reserve (AFRC) nor Air National Guard (ANG) units.

**SUMMARY OF REVISIONS**

Deleted paragraphs 2., 3.1.2., 3.1.3., 3.1.4., 3.2.1., 3.2.2., 3.2.3.1., 3.2.3.2., 3.2.3.4., 3.4., 3.4.1., 3.4.2., 3.4.3., 3.4.4., 3.4.5. Changed paragraph 3.2.4. Added a paragraph to prescribe AFSPC Form 25, **Price Negotiation Memorandum Checklist** and AFSPC Form 33, **Solicitation/Contract File Folder Index**. Publication paragraphs were renumbered due to the deletion of paragraphs listed above.

**1. General:**

- 1.1. This instruction allows Headquarters Air Force Space Command Contracting Division to:
  - 1.1.1. Develop and issue specialized publications, as designated, by appropriate abbreviated designation and control numbers.
  - 1.1.2. Provide an avenue to disseminate directed changes (from higher levels of authority) for specialized publications.
  - 1.1.3. Revise AFSPC procedures as a result of directed changes (para 1.1.2.), and implement policy and guidance to subordinate contracting units in a timely and economical manner.
- 1.2. Some samples of the types of publications covered by this instruction are at **Attachment 1**.
- 1.3. Complete AFSPC Form 25 for non-competitive acquisitions in the format described in AFSPC Form 25 following the end of a negotiation resulting in agreement on price or cost.

- 1.4. Complete AFSPC Form 33 for each solicitation/contract that requires HQ AFSPC/LGC review.

**NOTE:**

Changes to the contracting publications will be accomplished by a cover letter, with change pages as an attachment. Changes to Air Force Space Command Federal Acquisition Regulation Supplement (AFSPCFARS) will be made by publishing an AFSPC Acquisition Circular (AFSPCAC).

**2. Responsibilities:**

**2.1. HQ AFSPC/LGC:**

- 2.1.1. Issues and maintains publications under their designated abbreviation and control number.

**2.2. HQ AFSPC/LGCP:**

- 2.2.1. Maintains the official record set for all publications under this specialized publication series. The set includes:

- 2.2.1.1. The master copy of each publication and one printed (file) copy.

- 2.2.1.2. Maintains editorial control on all specialized publications.

**2.3. Subordinate Contracting Offices:**

- 2.3.1. Must comply with all publications of a directive nature and implement requirements as required.

- 2.3.2. Publications identified as "guidance" should be complied with unless there is justification (documented in the contract file) not to comply with the guidance.

- 2.3.3. Offices with additional requirements or procedures may add those supplemental requirements or procedures to the publications identified in this instruction. Forward one copy to HQ AFSPC/LGCP for coordination prior to issuance.

**3. Forms Prescribed:**

- 3.1. AFSPC Form 25, **Price Negotiation Memorandum Checklist.**
- 3.2. AFSPC Form 33, **Solicitation/Contract File Folder Index.**

KAI LEE NORWOOD, Col, USAF  
Director of Logistics

**Attachment 1****SAMPLE TYPES OF PUBLICATIONS****Figure A1.1. Sample Types of Publications.**

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**

**AFSPCFARS**

**Federal Acquisition Regulation**

**\*28 February 2002**

**AFSPC FEDERAL ACQUISITION REGULATION**

**SUPPLEMENT (AFSPCFARS)**

**FOREWORD**

The AFSPCFARS contains material that implements the Federal Acquisition Regulation (FAR), September 2001, the Defense Federal Acquisition Regulation Supplement (DFARS), August 1998; and the Air Force Federal Acquisition Regulation (AFFARS), May 1996. It also contains supplementary material unique to Air Force Space Command (AFSPC).

This supplement applies to all acquisitions made by AFSPC contracting activities in accordance with AFFARS 5301.103. This supplement is not a stand-alone document; it must be read with the FAR, DFARS, and AFFARS. It is arranged by parts according to FAR procedures.

File each FAR supplement part behind the AFFARS in the respective part of the FAR. Annotate each supplemented paragraph in the FAR, DFARS, and AFFARS.

**NOTE:** This 2000 Edition of the AFSPCFARS incorporates all HQ AFSPC/LGCP policy letters through 2002-XX.

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Supersedes:

Certified by: Col Bradley R. Busch

OPR: LGCP (Luther H. Haas)

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**Figure A1.2. Sample Types of Publications (Continued).**

**SAMPLE TYPES OF PUBLICATIONS (Continued)**

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE SPACE COMMAND

10 January 2002

MEMORANDUM FOR (SEE DISTRIBUTION)

FROM: HQ AFSPC/LGCP

150 Vandenberg St Ste 1105

Peterson AFB CO 80914-4350

SUBJECT: Information Letter (INFO.LTR.) 2002-02, SAF/AQCX Memorandum, xx Jan 2000,

DFARS

1. Attached is a memorandum regarding the 1998 edition of the Defense Federal Acquisition Regulation Supplement (DFARS).

2. If you have any questions, please contact Robert Jones, HQ AFSPC/LGCP, DSN 692-5555.

USAF

DANIEL H. KERBS, JR., Lt Col,

Chief, Policy/Clearance Branch

Attachment:

DFARS Memorandum

Distribution:

Same as AFSPCFARS

**Attachment 2**

**NUMBERING SYSTEM FOR SPECIALIZED CONTRACTING PUBLICATIONS**

**A2.1. Abbreviated Designation.** Example: AFSPCFAR.D1.

A2.1.1. AFSPCFAR indicates it is an Air Force Space Command Specialized Contracting Publication.

A2.1.2. "D." Indicates the document is directive in nature. A "G." in this position would indicate the document is guidance and is non-directive in nature.

A2.1.3. "1." indicates the number of the publication.

**A2.2. Information Letters.** Example: INFO.LTR. 2002-01.

A2.2.1. "INFO.LTR." indicates the document is an Information Letter implementing Air Staff Action Memoranda or Information Memoranda.

A2.2.2. "2002" indicates the fiscal year the INFO.LTR. was issued to the subordinate activities.

A2.2.3. "01" indicates the number of the letter during the fiscal year (i.e., INFO.LTR. 2002-01 would be the first information letter issued in FY2002).